

**TO:** Superintendents/Presidents/Directors of CCC Approved Initiatives  
**FROM:** George A. Coleman, Associate Commissioner  
**DATE:** April 4, 2003  
**SUBJECT:** Connecticut Career Certificate (CCC)

As you are aware, your educational institution has been approved to operate a School-to-Career initiative leading to a Connecticut Career Certificate (CCC). Students must complete the academic, technical and employability skill requirements in one of Connecticut's nine career clusters to earn a CCC.

In order for students to earn a CCC, they must demonstrate mastery of essential academic, technical and employability skills in one of the nine career clusters as well as achieve a basic level of proficiency in at least one of the following:

- |                              |                                       |
|------------------------------|---------------------------------------|
| • CMT                        | Met State Goal                        |
| • CAPT                       | Met State Goal                        |
| • SAT                        | Combined Score of 1000                |
| • CASAS-Level C              | Exit Out                              |
| • CASAS-Level D              | Exit Out                              |
| • Nationally Recognized Test | 75 <sup>th</sup> Percentile or Higher |

Please use the attached forms to tell us which students have achieved the required skills to earn the CCC. Forms must be received on or before **May 2, 2003** for the 2002-2003 school year. Please mail or fax (860) 807-2127 this information to: Roberta Pawloski, Chief, Bureau of Career and Adult Education, State Department of Education, 25 Industrial Park Road, Middletown, CT 06457.

Each school system and/or educational institution should determine the process of awarding the CCC to their students. If you need your signed certificates before June 13, 2003, please note it on your form and we will try to accommodate the request.

Attachment

Cc: Theodore S. Sergi  
Roberta Pawloski  
CTE Unit  
Regional Partnership Tri-Conveners